

Memorandum

To: ALL DISTRICT/REGION DIRECTORS
JOHN ALLISON, Acting Director - ESC

Date: October 31, 2000

File:

From: DEPARTMENT OF TRANSPORTATION
DESIGN AND LOCAL PROGRAMS
Mail Station 28

Subject: As-Built Plans

Timely preparation of As-Built plans is critical to the delivery of quality projects. The current lengthy process does not meet the need to deliver projects that accurately incorporate past features. This results in delays, contract claims and added cost.

Effective November 1, 2000, the responsibility for producing final, archive-ready As-Built roadway and structure plans is delegated to the Districts/Regions and Engineering Service Center (ESC) respectively. Headquarters will continue to archive all As-Built, however the Districts/Regions & ESC will now be required to microfilm the As-Built and submit them in a standardized format. The Department of General Services (DGS), Procurement Division has a Master Services Agreement (MSA) which can be used to provide the required microfilm services. Any plans received after November 1st, which have not been produced in the standardized archive format, will be returned. The procedures for microfilming As-Built plans, which include the standardized archive format, are attached.

Archive-ready As-Built plans shall be completed and submitted to headquarters for all projects (including Permit, Minor and Locally Funded projects) within the following parameters:

1. *Projects with less than 300 plan sheets – 180 calendar days from Construction Contract Acceptance (CCA).*
2. *Projects with 300 or more total plan sheets – 270 calendar days from CCA.*

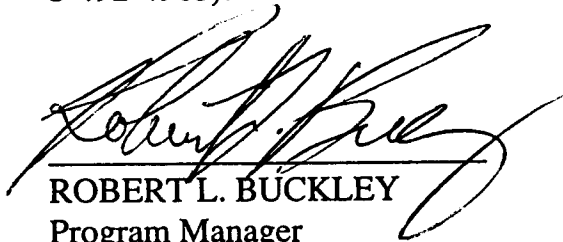
Beginning January 1, 2001, the District/Region Division Chief for Design and the Chief, Office of Structure Design shall report quarterly, the following information:

1. *Total number of archive-ready As-Built plans completed and submitted to headquarters during the quarter.*
2. *Total number of As-Built plans outstanding.*
3. *Number of outstanding As-Built plans which have missed the allowable completion date (either 180 or 270 calendar days from CCA).*

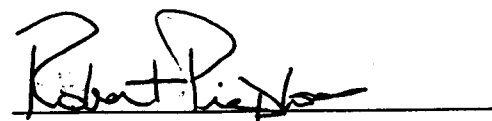
Each District/Region and the ESC shall appoint a single individual responsible for assuring that all projects follow this process and for quarterly reporting to the Office of Geometric Design Standards in Headquarters, Design and Local Programs (DLP). It is planned to put these quarterly As-Built reports on the DLP website for use as a monitoring tool.

It should be noted that these new requirements supersede the Project Development Procedures Manual (Part 2, Section 3) and the Construction Manual (Section 3-05) references to As-Built plans being microfilmed by Headquarters. Additionally, these requirements supplement the August 29, 1996, R. P. Weaver memorandum (signed by Tony Harris) regarding the Project Manager's responsibility for assuring the timely completion of As-Built plans. It is in no way intended to relieve the Project Managers of their responsibilities on their individual projects.

Furthermore, it is recognized that there are several ongoing efforts around the state to develop an electronic archive format. Over the next year, Headquarters will be working to implement a standard electronic archive format to be used statewide. In the meantime, any questions regarding the attached as-built microfilming procedures should be directed to Jack Pherigo of Business Services, at (916) 654-4367 (Calnet 8-464-4367). For information on using the DGS MSA contractors, see the DGS website at www.pd.dgs.ca.gov or contact Fernando Vellaoweth of DGS, at (916) 322-4903 (Calnet 8-492-4903).



ROBERT L. BUCKLEY
Program Manager
Design and Local Program



ROBERT PIEPLOW
Program Manager
Construction Program

Attachment

c: All Program Managers
All District/Region Division Chiefs
EDavisson - ESC
MMontes - ASC
SAlston - ASC
HGriffin - Eng. Tech.
JPherigo - Bus Svcs., FVellanoweth - Design and Local Programs, Construction Program

JDeLuca:dlt
bc: JDeLuca
OPPD files

Procedures for Filming As-Built Plans

1. Prepare an as-built drawing package, preferably one that starts with sheet No.1, and count the total number of sheets/pages, including the addendums in the package for entries to the transmittal sheet. The transmittal sheet has (10) ten fields in which information about the as-built plan is entered. It provides the data that the vendor/contractor will use to film, duplicate, keypunch and interpret the aperture cards. (see Example 1)

Below are the (10) ten fields that require data and their description.

- (1) District number
- (2) EA number
- (3) County-abbreviated, use comma if more than (1) county listed
- (4) Route number
- (5) Post miles
- (6) ABP=as-built plan
- (7) Sheet/page numbers-in sequential order including addendums
- (8) Total number of sheet/pages in contract plan
- (9) Used for bridge numbers
- (10) Description of each sheet/page in contract drawing (these descriptions are abbreviated at best, spaces in field are limited in number)

(See how this data is applied to aperture card key punching on Examples 2 and 3)

2. The As-Built drawings are then boxed up with (1) copy of the transmittal sheet. Boxes are numbered. It should have the District number followed by box number, which are sequential.

For example;

Dist. 03- Box #238, the next box number would be Dist. 03-Box #239, etc. The box number is the same as the one that is on the transmittal sheet at the top left hand corner. Keep (1) copy of the transmittal sheet for your records.

3. The vendor then picks up the box and will return to you the original drawings along with (3) sets of filmed aperture cards once he has completed filming the As-Built plans. **YOUR SUPERVISOR AND OUTSIDE VENDOR/CONTRACTOR MUST SIGN A CERTIFICATE OF ACCURATE MICROFILM IMAGE (FORM 91 1460 M) Example 4**

Distribute the (3) set of cards as follows:

Set 1- Originals-Silver Halide- To be sent to headquarters who will then forward them to the vault for Long Term Storage.

Set 2- Duplicate film-Diazo- To be sent to headquarters. They are a working copy for our active files and records. Include a listing of the contract number along with the county, route and post mile.

Set 3-Duplicate film-Diazo- Keep this set. These are for your active records/files.


DO NOT SHIP THE ORIGINALS AND DUPLICATES IN THE SAME CONTAINER, AS THE DIAZO EMITS AN AMMONIA GAS WHICH EFFECTS THE ARCHIVABILITY OF THE SILVER HALIDE FILM

Type up the divider cards for your set of contracts and file cards. Each district will keep the original drawings.

#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Dist	EA #	County	Route	Post Miles	ABP	Page #	Total Pages	Br. #	Description
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	1	443.		TITLE S
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	2	443.		TYP X
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	3	443.		TYP X
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	4	443.		STD PLN
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	5	443.		STD PLN
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	6	443.		KEY MAP
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	7	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	8	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	9	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	10	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	11	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	12	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	13	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	14	443.		LAYOUTS
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	15	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	16	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	17	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	18	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	19	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	20	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	21	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	22	443.		PROFILES
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	23	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	24	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	25	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	26	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	27	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	28	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	29	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	30	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	31	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	32	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	33	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	34	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	35	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	38	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	39	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	40	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	41	443.		CONS D
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	42	443.		GRADING
04.	180054.	ALA.	80, 580.	6.2/8.0, 47.4/.	ABP	43	443.		GRADING

EXAMPLE 2

02-28925 SHA44 R2.1	ABP1	2	TITLE
1	11	1	11
1	1	1	1
1	1	1	1 1
1	1	1	1
1 1 1 1 1	1	1	1
1	1	1	1 1 1
1 1	1	1	1
1	1	1	
1	1		
1	1		



3M 9001

EXAMPLE 3

04	123456	LA	80	3.9/5.0,	ABP	01	160	DRAINAGE PLAN
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204 EL 7A

CERTIFICATE OF ACCURATE MICROFILM IMAGE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
ADM-3242 (REV. 2/92)

I hereby certify that this is a true and accurate image of the above document taken under my direction and control on this date in Sacramento, California pursuant to authorization by the Director of Transportation.

SUPERVISOR OF MICROFILM SERVICES (Signature)

DATE